

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MAY 17, 2022 MEETING

Vice President of the Library Board of Trustees, Tom Engelmann, called the Davenport Public Library Board of Trustees monthly meeting to order at 12:00 p.m. on Tuesday, May 17, 2022. The meeting was held in the Small Meeting Room of the Main Library.

A roll call of Trustees had Craig Cooper, Sylvia Roba, Joe Heinrichs, Judie Lance and Tom Engelmann present in-person and Malavika Shrikhande and Amanda Motto present via Go To Meeting. There was audio difficulty in the room and Shrikhande and A. Motto could not be heard; they will vote by chat message. Steve Imming and Naghme Motto were absent. Others present: Jerry Skalak, President of the FRIENDS of the Davenport Public Library; Marion Meginnis, City Council Liaison; Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Director; Kasey Shipley, recorder.

Lance motioned to approve the consent agenda with a second by Heinrichs. A roll call vote was held with Cooper, Roba, Heinrichs, Lance, A. Motto, Shrikhande and Engelmann all approving.

Public with Comment: None.

FRIENDS Report: Skalak reported the FRIENDS have increased their pledge for annual programming support from \$25,000 to \$30,000 for the next fiscal year. There was also \$6,000 approved in cost sharing with Rock Island for an author visit by Nic Stone. They are also working on a visit by Art Cullen, a Pulitzer Prize winning author from Storm Lake, while he is in town for the River Action conference. Their board will be representing the FRIENDS at the Party in the Parks as well.

Finance: Engelmann noted the budget recap shows the expenses 83% into the fiscal year and most lines are at or below that. He stated he likes the breakdown of the miscellaneous revenue and expenses showing the restricted lines and what is left in those funds.

Personnel: No report, per Cooper and A. Motto.

Advocacy: No report, per Shrikhande.

Director's Report: Collins said the in-service held in April seemed to go over well with staff and a survey is in process. It was good to have staff all come together. The Fairmount Community Center is coming along with public feedback sessions. Outreach and Summer Reading preparations are in full swing. The training later in the meeting will be on Summer Reading. The construction at Eastern and 53rd has changed from northbound closed to southbound closed which is helpful for getting traffic to the Eastern Library. The sortation machine at Eastern is experiencing technical difficulties and is not in service; Library IT continues to troubleshoot the issues. Cooper asked about turnout at the Fairmount Community Center meeting last week as it was widely publicized. Collins estimated around 12-16 people attended and there was local news coverage. He also said 500 door placards were placed in the surrounding neighborhood to solicit feedback. A survey will be coming soon, too, that he will share with the Board. At the session, there were many questions about the purpose and it gave attendees a chance to vote with red and green stickers on designs they liked or disliked. The budget is \$2.2 million and it is estimated that will get a 5,000 square-foot building.

Council Liaison: Meginnis reported that negotiations between the City and Canadian Pacific continue. She hopes that more information will be available this summer. The City's concerns are quality of life, access, safety and impact. The DREAM program for 2023 was announced and includes grants to homeowners south of Locust and from about Telegraph to Bridge for up to \$20,000 to improve the exterior of their home. There are funds for those that qualify as low to moderate income and unrestricted income as part of the \$900,000. Please let anyone you know that may be interested in applying to do so. It is a three-week application process and ends June 6. The Main St Landing project is at the stage where a firm will be designing a proposal to see if it is acceptable to Council. Not all on Council are excited with the project that has a goal to have the space be a destination and a draw to the riverfront. The state is launching a program, somewhat like Vision Iowa, that will spend \$37 million for a small town and a large town, likely along the river, for redevelopment. This will be a long application process geared towards economic development and tourism. It will not be for flood protection. Party in the Parks for June will be June 9, 16 and 30. Roba asked about more info on the DREAM project and Meginnis directed her to the City's website, enter DREAM project in search, for a printable brochure. Cooper asked if rental properties qualify and Meginnis stated this was only for owner-occupied homes.

New Business: Engelmann presented the Bylaw amendments suggested as part of a discussion Imming had with the City legal department proposing the addition of a Code of Ethics. These are not major changes but cleaning up some language related to the terms of office. Other than a question on how six-year terms were decided, and that is by State code, there was no other discussion. This item will move to next month's agenda as an action item. The second item of new business was to approve Policy 2.7: Personal Appearance. Collins said this was to simplify the staff dress code and address Outreach and outdoor events. Staff looked at a few local libraries dress codes to see what others are doing. There was some duplication removed within the policy and changes allow for capris and open-toed shoes, with the exception of thong sandals/flip-flops. Caretaker, Assistant Caretaker and Van Driver staff will need to wear close-toed shoes for safety. Two changes from the draft sent to the Trustees include clarifying language that IDs must be worn while interacting with the public. That would cover staff on the public floor or at offsite events. The last bullet point under number five will have "fundraising" removed and be "Staff Association events". Roba asked if there was any consideration given to allowing staff to wear blue jeans anytime. Collins replied that it is allowed on Friday and Saturday and Staff Association events. Reiling stated that Bettendorf allows blue jeans through the week, Moline on Friday and Saturday and she couldn't recall Rock Island's blue jean policy. Roba motioned to approve the policy with a second by Cooper. Lance, Heinrichs, Roba, Cooper, Shrikhande, A. Motto and Engelmann approved in a roll call vote.

Old Business: The first item of new business was to approve Policy 4.6: Leave of Absence/Family Medical Leave Act (FMLA). Heinrichs motioned to approve with a second by Roba. With no further discussion it was passed with yesses from Roba, Cooper, Shrikhande, A. Motto, Heinrichs, Lance and Engelmann. The second item of new business was to discuss a Code of Ethics for the Trustees. This would be separate from the Bylaws, per Engelmann, and be signed by new Trustees as a Code of Ethics the Board would operate under. The executive committee looked at this as calls for book banning around the country have increased and it could have an effect on the Library Board. One purpose is to be sure that Trustees ascribe to the freedom to read. Roba stated while it is not needed with the current group as she feels all understand the library freedoms and civil conversation, it can direct future Trustees in the role they play for the community. Engelmann noted the Trustees are the backstop to professional staff in a request for reconsideration. Meginnis asked about the process for a complaint of an item and Collins explained that a form is completed by the patron and it comes to the Library Director who consults with a team of four staff to determine the merit of the complaint. It could be that

item is removed, or moved to another collection, or is left as is. There is a deadline to respond to the complaint and, if the patron does not agree with the decision, they can request to take it to the Board. If they do not agree with the Board's decision, the only recourse left is to take it to court. The item will be placed on the June agenda as an action item.

Board Training: Collins began an informational session on the Summer Reading Program at 12:45. He shared PowerPoint slides to explain the theme for this year, that it runs all summer, June 1 to August 31, to get to the students before they leave school and when they get back, shared statistics on past year's participation for the four age groups and that those on the cusp of an age group can participate in the older or younger group. The art for the age groups was shared that will be used in promotion, along with the reading log. The FRIENDS' funding supports the Summer Reading Program but Collins noted the Library is open to having a signature sponsor if the opportunity arose. Activities earn tickets and activity lists were shared for the children's and adult programs. Engelmann said he was glad to see in the activity list that there were things to do at a variety of City parks. Prizes were shown for toddlers, kids, teens and adults. Meginnis wondered if the aldermen had beautification funds to share for the program and she will inquire among her peers. The kickoff is June 4 at Fairmount. If you are available, please stop by anytime between 10 and 4; some Davenport Community School District staff will be in the dunk tank. The final slides were lists of other programs during the summer. Skalak pointed out that the FRIENDS top priority is supporting early literacy and Collins said the Library couldn't do all of this without the support of the FRIENDS. Collins also noted there will be a lot of decorations around the Libraries for the program. Window painting, tents, and a lot of other fun stuff. Please spread the news to your family and friends.

With no further business, Cooper motioned to adjourn at 1:08 p.m. Roba seconded. Heinrichs, Lance, Shrikhande, Cooper, Roba and Engelmann all approved.

Respectfully submitted,
Kasey Shipley, recorder